

The full content of this template is available for download to your shopping cart.

**Example content:**

*Name*  
*Street Address*  
*Suburb State Postal Code*

Dear *Name*,

We regret to advise that your employment contract is to be

applying to your position as *Position*.

As you are aware, we have discussed this matter

performance standards:

- *insert specific performance standard*
- *insert specific performance standard*
- *insert specific performance standard*

If you have any questions regarding this matter or your employment generally, please do not hesitate to contact me.

In the meantime, we wish you the best with your future career.

Yours sincerely,

**Name**  
*Position*